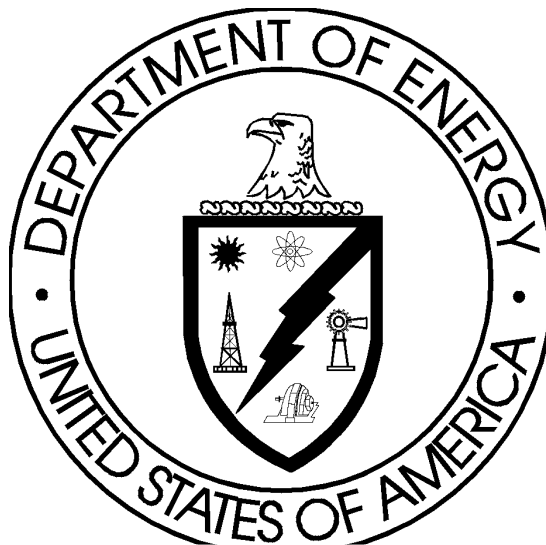


**NOT  
MEASUREMENT  
SENSITIVE**

**DOE G XXX.X-X  
XX-XX-XX**

# Guide Title

*[This Guide describes acceptable, but not mandatory means for complying with requirements. Guides are not requirements documents and are not to be construed as requirements in any audit or appraisal for compliance with associated rule or directives.]*



**U.S. Department of Energy**  
**Office of Primary Interest**

## **FOREWORD**

(optional)

The foreword should describe the DOE requirements, directives, or rules that may be satisfied by implementing this Guide.

## **CONTENTS**

(optional; Table of Contents generated with final revisions)

## 1.0. HEADING 1

Guides do not impose requirements but may quote requirements if the sources are adequately cited.

DOE O 251.1C does not establish format requirements for guides. Guides may take a variety of formats. This page illustrates one acceptable format, an outline format, for conveying guidance information. Other formats may also be acceptable. Guides may include appendices, attachments, definitions, and references as necessary.

Guides should follow a structure that flows clearly from a mandatory document. Guides should point to mandatory requirements where possible and useful for clarity. Guides should not contradict or change constructs or definitions established in a mandatory document.

### 1.1 HEADING 2 (suggested paragraph numbering pattern follows)

#### 1.1.1 Heading 3

#### 1.1.2 Heading 3 (note that there must be at least two sections at any level; if you have 1.1.1, you must have 1.1.2)

### 1.2 Heading 2

#### 1.2.1 Heading 3

Normal body text

#### 1.2.2 Heading 3

##### 1.2.2.1 Heading 4

##### 1.2.2.2 Heading 4

##### 1.2.2.2.1 Heading 5

Normal body text can be paragraphs or might be broken into bullet lists

##### 1.2.2.2.2 Heading 5